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SECRETARY OF THE AIR FORCE**



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**Personnel**

**THE USAF LOGISTICS READINESS AND HQ  
USAF/IL AWARD**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 36-2818, Awards and Decorations Program. It provides guidance and procedures for the Air Force logistics readiness community's awards, ceremonies, and honors.

"This publication requires the collecting and keeping of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. System of records notice F036 AF PC V, Awards and Decorations, applies.

**Records Management:** Maintain and dispose of all records created as a result of prescribed processes in this instruction in accordance with AFMAN 37-139, "Records Disposition Schedule."

**RATIONALE:** Updates Privacy Act references and meets records management requirements.

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**(AFRC)** The OPR for this supplement is HQ AFRC/DONR (CMS Byron D. Butler). This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-2821, 16 December 2003. The AFI is published word-for-word without editorial review. Air Force Reserve supplementary material is indicated by (AFRC) in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

### **SUMMARY OF REVISIONS**

The AFI is a complete rewrite of AFI 36-2818, The USAF Logistics Awards Program, and covers the logistics readiness and AF/IL awards. The maintenance and munitions awards have been removed and will be governed under the old AFI 36-2818 until a new AFI 36-28XX is published. This change reflects

the implementation of the Combat Wing Organization (CWO), retirement of AF transportation, supply, and logistics plans functions AF-wide and stand-up of Logistics Readiness organizations.

Major changes include:

- Deletion of Federal Energy Water Management Awards from AFI. The awards are civil engineering awards managed by HQ USAF/ILE;
- Processing of American Petroleum Institute (API) awards and changes in nominating procedures;

New nomination procedures:

- All nomination packages will be submitted electronically;
- Unit awards will cover the fiscal year (a change for some functional areas);
- Paragraph headings for individual and unit award nomination packages changed;
- Changed Dudley C. Sharp award from 15 Apr suspense for nominations to 15 Mar in line with Gerrity and NDTA awards;

Created a provision for MAJCOMs to supplement the AFI to recognize organizations below squadron level.

This AFI now covers a total 61 individual and unit level recognition awards.

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## Chapter 1

### PROGRAM PURPOSE AND RESPONSIBILITIES

**1.1. Purpose.** The Logistics Readiness Award Program recognizes individuals and organizations within the logistics community for their outstanding contributions to the success of the Air Force and Department of Defense (DoD) mission. The awards in this instruction:

- 1.1.1. Identify superior logistics readiness and mission support performance.
- 1.1.2. Enhance morale.
- 1.1.3. Inspire the Air Force logistics readiness community by commemorating the achievements of those for whom the awards are named.

**1.2. HQ USAF/ILG Responsibilities.** The Air Staff Directorate of Logistics Readiness (ILG) oversees its own logistics readiness awards as well as the Deputy Chief of Staff for Installations and Logistics (IL) awards. ILG:

- 1.2.1. Develops the award criteria.
- 1.2.2. Manages the award program.
- 1.2.3. Sets up and chairs the selection panel.
- 1.2.4. Notifies the MAJCOM, FOA, DRU, AFRC, and ANG of its decisions via HQ USAF/IL Message.
- 1.2.5. Presents awards (except as noted for sponsored awards in tables) during an annual banquet.
- 1.2.5. (AFRC) HQ AFRC/DON will recognize winner at the Aerial Port Commanders/ART Conference, or other suitable event.
- 1.2.6. Pays for the engraving of the API revolving trophy.
- 1.2.6. (AFRC) HQ AFRC will provide plaques with engraving for AFRC Aerial Port winners.

**1.3. MAJCOM, FOA, DRU, AFRC, and ANG Responsibilities.**

- 1.3.1. The Air Force encourages each MAJCOM, FOA, and DRU, as well as the AFRC and ANG to set their own awards program to recognize deserving personnel and units.
- 1.3.2. After the HQ USAF/IL officially notifies the organizations of winners, the organizations will give the winners extensive publicity.
- 1.3.3. MAJCOMs may supplement this AFI to recognize organizations below squadron level

**1.4. Unit Responsibilities.**

- 1.4.1. Units submit awards packages through appropriate MAJCOM, FOA, DRU, AFRC, and ANG headquarters.
- 1.4.2. Units or commands will pay for personnel to travel to the award ceremonies. See AFI 24-101, Passenger Movement, for spouse travel information.

1.4.3. Units possessing a revolving trophy (e.g. American Petroleum Institute Trophy) will return the trophy to the appropriate HQ Air Staff directorate.

## Chapter 2

### NOMINATION CRITERIA AND PROCEDURES

#### 2.1. Nomination Criteria.

##### 2.1.1. Eligibility.

2.1.1.1. AF/IL awards (Gerrity and Sharp) criteria are outlined in [Chapter 3](#).

2.1.1.2. Logistics Readiness Awards criteria are outlined in [Chapter 4](#) and [Chapter 5](#). All USAF personnel, military and civilian, possessing logistics readiness, transportation, supply, or logistics plans AFSCs or a comparable civilian series, and who are working in these areas, are eligible to compete. Refer to [Table 4.1.](#) through [Table 4.3.](#) and [Table 5.1.](#) through [Table 5.6.](#) for a complete list of all unit and individual awards. These tables identify specific rank and grade requirements and any unique award requirements.

2.1.1.3. In accordance with contractor award policy outlined in DoD1400.25-M, DoD Civilian Personnel Manual, Subchapter 451, Para. O.2.b, the Department of Defense's goal is to avoid both the appearance and act of favoritism and conflict of interest. The Department does not allow contractors to participate in the award programs created for our military or civilian personnel nor may they participate in award presentation ceremonies or attend receptions. However, in squadrons with a mixture of contractors, military and/or DoD civilians, as long as a majority of the members are military and/or DoD civilians the squadron may compete for unit awards. Contractors are not eligible for any individual awards outlined in this AFI.

2.1.2. Routing. Each MAJCOM, FOA, DRU, AFRC, ANG, or Unified or Joint Command may submit one nomination for each category. Joint Personal Property Shipping Offices (JPPSO) will consolidate individual award submissions and submit a maximum of one package per category.

#### 2.2. Restrictions. These following restrictions apply to all award nominations:

2.2.1. Classified information is prohibited.

2.2.2. Deceased members may not be nominated.

2.2.3. Individuals who won an Air Force-level award are not eligible to compete for the same award at the Air Force-level the year immediately following the year of award.

**2.3. Award format.** With the *exception* of the Daedalian, API, NDTA unit, MTMC, DPPG, Gerrity, and Sharp awards, annual award nomination packages will be limited to the front side of the AF Form 1206, Nomination for Award. Air Force nomination packages will be single-spaced, use appropriate award headings and the font required in Formflow or the latest approved AF software, and be in bullet format. Headings will be capitalized and bolded. Awards must arrive at HQ USAF/ILGX within the timeframes listed in [Table 3.1.](#) through [Table 3.3.](#) and Paras. [4.4.](#) and [5.4.](#) Submissions must be sent electronically. Hard copies of award submissions are not required. See award chapters for specific formats and award headings.

**2.4. Suspense Dates.** The following are suspense dates to AF/ILGX for the listed awards, unless otherwise noted below.

- 2.4.1. 1 Oct: Defense Packaging Policy Group Awards (Ch 4, 5) (Fiscal Year)
- 2.4.2. 15 Jan: Logistics Readiness Unit Awards (Fiscal Year) and the Daedalian Logistics Effectiveness awards
- 2.4.3. 15 Jan: American Petroleum Institute (API) Award (Fiscal Year) to the AF Petroleum Office (see 4.4.4.)
- 2.4.4. 15 Feb: Logistics Readiness Individual Awards (Calendar Year)
- 2.4.5. 15 Mar: Thomas P. Gerrity unit and individual awards (Ch 3), Dudley C. Sharp Award (Ch 3), NDTA awards (Ch 4, 5), and MTMC award (Ch 5) (Calendar Year)

**2.5. Selection Process.** All nomination packages will be forwarded to ILGX within the prescribed timelines. HQ USAF/ILGX will convene Award Boards to review nominations and select award winners. Award winners will be announced by message to MAJCOM/CVs, then to the public on the release date outlined in the message.

- 2.5.1. In accordance with AFI 36-2805, Special Trophies and Awards, Para. 1.8., individual Air Force-level award winners are eligible to wear the Air Force recognition ribbon (military) or pin (civilians).

## Chapter 3

### DEPUTY CHIEF OF STAFF FOR INSTALLATIONS AND LOGISTICS (IL) AWARDS

**3.1. Purpose.** The General Thomas P. Gerrity Logistics Award (Unit), the Thomas P. Gerrity Award (Individual), and the Dudley C. Sharp Award recognize Air Force military and civilian individuals and units for outstanding contributions to logistics operations and management, and the success of logistics operations worldwide. The Thomas P. Gerrity Award (Individual) is sponsored by the Air Force Association (AFA).

**3.2. Nomination Packages :** Nomination packages will contain AF Form 1206, both sides. Only one nomination per MAJCOM per award is allowed. Do not include social security numbers in header information for individual awards. Use headings as stated in [Table 3.1.](#), [Table 3.2.](#), and [Table 3.3.](#) for applicable award.

3.2.1. Thomas P. Gerrity Award (Individual): This award is sponsored by the Air Force Association (AFA). In addition to the AF Form 1206, nomination package must include a citation. Incomplete packages will not be considered.

3.2.1.1. The citation for each award will be **UNCLASSIFIED**, typed, 10 or 12 Pitch, Times New Roman font, 50-70 words. Fully justify and single-space the paragraph with one-inch borders. Use the following opening and closing sentences:

**Open with** - (Grade, name, organization) is the winner of the General Thomas P. Gerrity Award for Logistics Management for (Year).

**Close with** - (Grade Name) has demonstrated professionalism and dedication in the performance of outstanding service to the logistics community.



**Table 3.1. General Thomas P. Gerrity Logistics Award (Unit).**

<b>Sponsor and Purpose</b>	Sponsored by HQ USAF/IL. Established in 1967 to recognize superior performance by a unit for maintenance and mission support of the Air Force mission.
<b>Who May Nominate?</b>	MAJCOMs and each Deputy Chief of Staff or comparable office at HQ USAF. Only one nomination per MAJCOM is allowed.
<b>Who is Eligible?</b>	All units below MAJCOM to include FOAs and AFMC Centers. The unit level awards encompass all the logistics functions within the Wing (Logistics Readiness, Maintenance, and Contracting). For the ARC, this includes all the functions listed above and within the ARC unit.
<b>Period of Award and When to Submit</b>	The basis for the award will be for accomplishments during the preceding year (1 Jan-31 Dec). The actual award will reflect the current year. (Example: CY99 accomplishments will be used for CY00 award.) Packages are due to HQ USAF/ILGX NLT <b>15 Mar.</b>
<b>Memorial Award Nomination Package Format</b>	Use the following headers for developing bullet statements: <b>1. Specific organizational achievement(s) which improved management and organizational objectives</b> <b>2. Effective utilization and management of resources</b> <b>3. Impact on other aspects of the Air Force mission</b> <b>4. Significant contributions to logistics management or support</b> <b>5. Policies or procedures developed that resulted in financial savings</b>
<b>Selection Process</b>	A panel comprised of three members from AF/ILG/ILM/ILP will evaluate and select the winner for AF/IL approval.
<b>Notification and Presentation</b>	The AF/IL will notify MAJCOMs of the winner. Award and citation will be sent to winning MAJCOM for presentation.

**Table 3.2. Thomas P. Gerrity Award (Individual).**

<b>Sponsor and Purpose</b>	Sponsored by the Air Force Association. Established in 1967 to recognize an individual who has made an outstanding contribution to Air Force logistics.
<b>Who May Nominate?</b>	MAJCOMs and each Deputy Chief of Staff or comparable office at HQ USAF. Only one nomination per MAJCOM is allowed.
<b>Who is Eligible?</b>	The nominee must be a US citizen who is a USAF field grade officer or civilian equivalent (GM/GS -13 through GM/GS -15)
<b>Period of Award and When to Submit</b>	The basis for the award will be for accomplishments during the preceeding year (1 Jan-31 Dec). The actual award will reflect the current year. (Example: CY99 accomplishments will be used for CY00 award.) Packages are due to HQ USAF/ILGX, <b>NLT 15 Mar.</b>
<b>Memorial Award Nomination Package Format</b>	Use the following headers for developing bullet statements: <b>1. Specific accomplishment(s) which improved management and organizational objectives</b> <b>2. Effective utilization and management of resources</b> <b>3. Impact on other aspects of The Air Force mission</b> <b>4. Significant contributions to logistics management or support</b> <b>5. Policies or procedures developed that resulted in financial savings</b> <b>6. Individual leadership and management qualities</b>
<b>Selection Process</b>	A panel comprised of three members from AF/ILG/ILM/ILP will evaluate and recommend the top candidates to the AF/IL, who upon review and concurrence will submit up to three nominees to the AFA for final selection.
<b>Notification and Presentation</b>	AFA will make all notifications, announcements, and press releases.

**Table 3.3. Dudley C. Sharp Award.**

<b>Sponsor and Purpose</b>	Sponsored by HQ USAF/IL. Honors the former SECAF, Honorable Dudley C. Sharp for his outstanding service and dedication to the Air Force and the nation. The award recognizes an individual who has substantially improved (or shows promise of improving) the operational cost effectiveness of the Air Force. This achievement must affect many logistics units or lead to multi-million dollar cost savings.
<b>Who May Nominate?</b>	HQ USAF/IL, each MAJCOM, and FOA may submit one nomination for consideration.  HQ USAF/IL may also nominate an Air Force individual attached to any other organization of the Federal Government, such as executive agencies, MTMC, and OSD agencies.
<b>Who is Eligible?</b>	The nominee must be a US citizen who is an Air Force government civilian employee or military member engaged in some phase of logistics. The Secretary, Under Secretary, and Assistant Secretaries of the Air Force, the Air Force Chief of Staff, Vice Chief of Staff, and Assistant Vice Chief of Staff are ineligible.
<b>Period of Award and When to Submit</b>	The basis for the award will be for accomplishments during the preceeding year (1 Jan-31 Dec). The actual award will reflect the current year. (Example: CY99 accomplishments will be used for CY00 award.) Packages are due to HQ USAF/ILGX, <b>NLT 15 Mar.</b>
<b>Memorial Award Nomination Package Format</b>	Use the following headers for developing bullet statements: <b>1. What made the achievement a significant benefit to the Air Force?</b> <b>2. When and how did the nominee make the achievement?</b> <b>3. What made the achievement unique from similar tasks?</b> <b>4. What obstacles did the nominee overcome?</b> <b>5. How did the nominee implement the achievement?</b>
<b>Selection Process</b>	A panel comprised of three members from AF/ILG/ILM/ILP will evaluate and select the winner for AF/IL approval.
<b>Notification and Presentation</b>	The AF/IL will notify MAJCOMs of the winner. Award and citation will be sent to winning MAJCOM for presentation.

## Chapter 4

### DIRECTORATE OF LOGISTICS READINESS (ILG) ANNUAL UNIT AWARDS

**4.1. Purpose.** The annual logistics readiness unit awards recognize squadrons, depot units, and special MAJCOM organizations working at squadron level that have excelled in performance and made outstanding contributions to the Air Force logistics readiness mission.

**4.2. Nomination Packages.** Awards should be results oriented and focus on mission accomplishment, effective use of resources, and direct mission and deployment support. The headings listed below are mandatory and will be used to separate achievements into the appropriate areas.

4.2.1. Direct Mission Support. Describe actions/programs within the unit that directly support the mission. Consider significant unit accomplishment, support to wing, MAJCOM and AF mission, operational deployments, exercise or inspection results, environmental/hazardous materials programs, and adaptability to unusual or difficult situations, etc., in this section.

4.2.2. Innovative Management. Describe initiatives or programs that impact resource effectiveness/efficiency and mission support through innovation or process improvements. Consider resource management innovations and improvements, process improvements, reengineering efforts, cost reductions, resource effectiveness, training program initiatives, etc., in this section.

4.2.3. Quality of Life Programs. Describe initiatives taken by the unit to improve working environments, improve quality of life, and build community spirit. Consider self-help projects, personnel recognition programs, and community support, etc., in this section.

**4.3. Award Eligibility.** See [Table 4.1.](#) - [Table 4.3.](#) for details.

#### **4.4. Specific Award Nomination Procedures.**

4.4.1. **The Daedalian Major General Warren R. Carter Logistics Effectiveness Award.** Nomination packages should include AF Form 1206, two sides, single-spaced. HQ USAF/ILG review board will evaluate the nomination package and select three finalists for site evaluation. Once finalists are selected, they will be given an opportunity to add 3 tabs prior to the site visit. The expanded tabs will be in accordance with the 3 categories as listed in [4.2.](#): Direct Mission Support (up to 2 pages of bullets); Innovative Management (up to 2 pages of bullets); Quality of Life Programs (up to 2 pages of bullets and up to 2 pages of photos). Upon completion of the site visits, ILG will submit one nominee for final AF/IL approval. The Order of Daedalians provides a trophy to the winning squadron. The trophy is a Daedalus statue and will be permanently retained by the squadron.

4.4.2. **Logistics Readiness Squadron of the Year (Non-Flying) Award.** Nomination packages should include AF Form 1206, two sides, single-spaced.

4.4.3. **National Defense Transportation Association (NDTA) Unit Awards (AD and ARC).** These awards honor units that perform unusual and outstanding service in logistics and transportation. Nomination packages should be a 2-sided AF Form 1206. HQ USAF/ILG board selects the winner. HQ USAF/ILG notifies JCS-J4 of winner by letter. Winning unit will prepare a 3-minute videotape depicting the unit mission and send by 1 Jul to HQ USAF/ILGX at 1030 Air Force Pentagon, Wash-

ington, DC 20330-1030. The winning unit will also send a 1 page, double-spaced narrative of unit's accomplishment by 1 May to be published in the Defense Transportation Journal. Award is presented at the annual National Defense Transportation Association (NDTA) Forum.

**4.4.4. American Petroleum Institute (API) Trophy Award.** Nomination brochure is limited to 20 pages (8.5 x 11), to include a one-page summary of achievement and supportive graphics. A maximum of 20 color photographs may be included. Submit the nomination brochure in a standard three-ring binder to the Air Force Petroleum (AFPET) Office, 8725 John J. Kingman Road, Stop 6232, Ft. Belvoir, Virginia 22060-6232. Videos are optional. Packages will be scored by a team from ILG and the AFPET to determine the three finalists for on-site evaluations. Upon completion of the evaluations, ILG will submit one nominee to the IL for final approval. Award will be presented in the National Capital Region during an appropriate forum.

**4.4.5. Defense Packaging Policy Group (DPPG) Awards.** DPPG Packaging Excellence Award and Packaging Achievement Award recognize and honor outstanding individuals or organizations in the DoD packaging community that contribute significantly to the packaging effort. Nomination packages will be single-spaced, submitted on plain bond paper, will not exceed four (4) single pages, will use appropriate award headings (DoD 4140.1-R, DoD Materiel Management Regulation, Attachment 1 to Appendix 11), and will use 12 pitch Times New Roman font. Headings will be capitalized and bolded. Additional award information is available in DoD 4140.1-R. Awards must arrive at HQ USAF/ILGX NLT 1 Oct. Awards are presented by the Deputy Under Secretary of Defense (Logistics) at a ceremony at the Pentagon. Recipient receives a certificate of achievement, plaque, and a one-year membership in the National Institute of Packaging, Handling, and Logistics Engineers.

**4.5. Period of Award and When to Submit.** Logistics Readiness Unit awards sponsored by HQ USAF/ILG cover the fiscal year (1 Oct – 30 Sep) and are due to AF/ILGX NLT 15 Jan. Sponsored award suspenses are detailed in [Table 4.3](#).

## UNIT AWARDS

**Table 4.1. Logistics Readiness Squadron-Level Awards.**

<b>Award Category</b>	<b>Sponsor</b>	<b>Eligibility</b>
The Daedalian Major General Warren R. Carter Logistics Effectiveness Award	Daedalian	Any Logistics Readiness Squadron (LRS) in support of flightline operations.
Logistics Readiness Squadron of the Year--Non-Flying Units	AF/ILG	Any LRS providing support other than flying units.
AF Regional Supply Squadron of the Year	AF/ILG	Any AD Regional Supply Squadron (RSS)
AF Large Air Terminal Unit of the Year	AF/ILG	Any AD air terminal or aerial port supporting cargo and passenger movement by air or aerial delivery and handled more than 10,000 cargo tons and 20,000 passengers during the year of award. Organizations must meet both the minimum cargo tonnage and passengers handled to be considered a large operation
AF Small Air Terminal Unit of the Year	AF/ILG	Any AD air terminal or aerial port supporting cargo and/or passenger movement by air or aerial delivery and handled less than 10,000 tons of cargo <u>or</u> less than 20,000 passengers during the year of award. LRS and flights within the LRS are not eligible.

**Table 4.2. Logistics Readiness Squadron-level Air Reserve Component (ARC) Awards.**

<b>Award Category</b>	<b>AF/ILG</b>	<b>Eligibility</b>
ARC Base Logistics Activity of the Year	AF/ILG	Any ARC base logistics unit supporting at least a wing or base-level organization in Logistics Readiness or all of the following areas: Contingency Plans, Materiel Management, and Distribution.
ARC Aerial Port Unit of the Year	AF/ILG	Any ARC aerial port unit supporting cargo and/or passenger movement or aerial delivery

**Note 1:** ARC units are not eligible for active duty unit awards. EXCEPTION: A unit that is both active duty and Reserve or active duty and Guard submits unit nomination as an active duty unit. Individuals compete as Reserve, Guard, or active duty depending on status (e.g. Fairchild, Robins).

**Table 4.3. Unit Awards Sponsored by Other Organizations**

<b>Award Category</b>	<b>Sponsor</b>	<b>Eligibility</b>	<b>Period of Award/ When to submit</b>
The National Defense Transportation Association (NDTA) Military Unit Award (Active)	NDTA	Any AD base-level unit that is conducting an operational logistics readiness transportation mission and is designated a squadron or higher-level unit	See para 4.4. for nomination pkg requirements. <u>Period:</u> 1 Jan – 31 Dec <u>Suspense:</u> 15 Mar
The National Defense Transportation Association (NDTA) Military Unit Award (Reserve/Guard)	NDTA	Any ARC base-level unit that is conducting an operational logistics readiness transportation mission and is designated a squadron or higher-level unit	See para 4.4. for nomination pkg requirements. <u>Period:</u> 1 Jan – 31 Dec <u>Suspense:</u> 15 Mar
American Petroleum Institute (API) Trophy Award This award recognizes the wing having the best fuel operation (Encompasses facility, equipment, and vehicle support from outside the fuels flight on top of fuels flightline operations)	API	All AF Fuels Management Offices (BFMO) that support flying missions.	See para 4.4. for nomination pkg requirements. <u>Period:</u> 1 Oct – 30 Sep <u>Suspense:</u> 15 Jan
Defense Packaging Policy Group (DPPG) Packaging Excellence Award	DPPG	Individual or group. GS civilian employee(s) or AD military officer(s). Must be packaging specialist, chemist, engineer, instructor, technologist or similar position within the packaging field or a directly related field.	See para 4.4. for nomination pkg requirements. <u>Period:</u> 1 Oct – 30 Sep <u>Suspense:</u> 1 Oct
Defense Packaging Policy Group (DPPG) Packaging Achievement Award	DPPG	Individual or group. Wage schedule (WG, WL, or WS) employee(s) or military enlisted member(s). Must work in the packaging field.	See para 4.4. for nomination pkg requirements. <u>Period:</u> 1 Oct – 30 Sep <u>Suspense:</u> 1 Oct

**Figure 4.1. AMERICAN PETROLEUM INSTITUTE TROPHY GUIDE FORMAT.**

<p><b>Fuels Management Team</b></p> <ol style="list-style-type: none"> <li>1. Mission familiarity</li> <li>2. Fuels annex of the base support plan</li> <li>3. Site surveys of alternate reconstitution base, collocated operating base, and forward operating base</li> <li>4. Emergency fuel support plan</li> <li>5. Product, facility, and equipment levels</li> <li>6. Use of staff, equipment, and facilities</li> <li>7. FMT relationships with other base agencies (CE, Refuel Maint, Liquid Fuels Maint, Flightline workers...)</li> <li>8. Inspector General, audit, and staff assist visit reports</li> <li>9. Hydrant use goals and how they are determined</li> <li>10. Organizational tank program</li> <li>11. Training/material control program</li> <li>12. Security program</li> <li>13. Energy conservation program</li> <li>14. Operating instructions and locally developed checklists</li> <li>15. People programs</li> <li>16. Use of metrics to improve fuel processes, mission support</li> <li>17. Fuels/flight strategic plan implementation (status)</li> <li>18. Fuels related mishap reporting</li> <li>19. MILCON &amp; MR&amp;E projects</li> <li>20. Documentation of improvement (synopsis, pictures...)</li> <li>21. Lockout/tagout program</li> </ol> <p><b>Fuels Distribution</b></p> <ol style="list-style-type: none"> <li>1. Aircraft servicing equipment</li> <li>2. Parking area and criteria</li> <li>3. Checkpoint area and facility</li> <li>4. Checkpoint team proficiency and efficiency</li> <li>5. Corrosion control and markings</li> </ol>	<p><b>Fuel Storage and Military Service Station</b></p> <ol style="list-style-type: none"> <li>1. Storage tanks and system components</li> <li>2. Calibration charts, schematics, markings, valve #s</li> <li>3. Receipt, storage, and distribution procedures</li> <li>4. Facility spill prevention/response plan</li> <li>5. AFTO Form 39</li> <li>6. Hazardous communication program</li> <li>7. Inventory equipment and procedures</li> <li>8. Operator knowledge</li> </ol> <p><b>Cryogenics</b></p> <ol style="list-style-type: none"> <li>1. Storage and production area criteria</li> <li>2. Condition of storage tanks and components</li> <li>3. Condition and availability of safety gear</li> <li>4. Production, receipt, storage, distribution, sampling procedures</li> <li>5. Hazardous communication program</li> <li>6. Operator knowledge</li> </ol> <p><b>Compliance and Environmental</b></p> <ol style="list-style-type: none"> <li>1. Inspections and documentation</li> <li>2. Safety program and inspection</li> <li>3. Environmental programs</li> <li>4. Leak detection measures</li> </ol> <p><b>Resource Control Center (RCC)</b></p> <ol style="list-style-type: none"> <li>1. Accounting procedures</li> <li>2. Report preparation and timely submission</li> <li>3. FAS proficiency</li> <li>4. Maintaining publications, technical orders, and files</li> <li>5. Use of flying schedules</li> <li>6. Service controls (locks, keys, and clipboard)</li> </ol>
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<b>Fuels Management Team</b> 6. Managing ground fuels issues 7. Flight line safety and servicing procedures 8. AFTO Form 39, <b>Fuels System Inspection and Discrepancy Record</b> 9. Facility schematics, markings, and operating procedures 10. Operator knowledge of hydrant systems, flight line servicing operations, and mobile equipment 11. Emergency power and generator operator proficiency 12. Facility spill prevention/response plan 13. Hazardous communication program 14. Controller/Expediter proficiency	<b>Fuel Storage and Military Service Station</b> 7. Status boards or automated displays 8. Emergency procedures 9. Radio and telephone equipment, communication procedures <b>Laboratory</b> 1. Laboratory criteria and housekeeping 2. Sampling and testing requirements 3. Equipment condition 4. Management of caution tags 5. Lab technician proficiency <b>Support</b> 1. Mobility Program 2. Training Program 3. Materiel Control Program <b>Wing Support:</b> Vehicle, Equipment, Facility Maint
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*BASE EVALUATION SUMMARY AND SCORING BREAKDOWN*

1. Management (125 points)
2. Fuels operations (125 points)
3. Compliance and Environmental (125 points)
4. Fuels Information Service Center (125 points)
5. Wing Support (100 points)

**NOTE:** The team member will assign a point value of up to 600 points for each base. At the conclusion of the evaluation all team member's scores will be totaled to derive an overall score for the base.

## Chapter 5

### DIRECTORATE OF LOGISTICS READINESS (ILG) ANNUAL INDIVIDUAL AWARDS

**5.1. Purpose.** The annual logistics readiness individual awards recognize individuals who excelled in performance and made outstanding contributions to the Air Force logistics readiness mission.

**5.2. Nomination Packages.** Awards should be results oriented and focus on performance, mission accomplishment, team building and leadership. The headings listed below are mandatory and will be used to separate achievements into the appropriate areas.

5.2.1. Outstanding Performance in Primary Duties. Actions, initiatives, and results that clearly demonstrate the individual's outstanding leadership and duty performance. Consider job performance, acceptance of responsibility, process improvements, unusual job assignments, job effectiveness, job knowledge, and support to deploying or deployed operations, etc.

5.2.2. Significant Contributions which Improved Logistics Readiness Operations. Significant individual achievements relative to rank and position. Consider awards and recognition, significant individual accomplishments, leadership successes, unique job achievements, processed or implemented suggestions, and innovative problem solving, etc.

5.2.3. Photos. No photos will be submitted with packages. Once Air Force (AD and ARC) awards are announced, winning individuals will provide one electronic 8x10 color portrait within 30 days of the official message release date. Photo will be in .jpg format. E-mail to HQ USAF/ILGX in accordance with announcement message.

**5.3. Award Eligibility.** Award eligibility is outlined in [Table 5.1.](#) through [Table 5.6.](#)

5.3.1. Personnel assigned to OSI headquarters or field agencies, Air Force News, Joint Communications Support Element (JCSE), Defense Reutilization and Marketing Service (DRMS), and similar FOAs will compete in the Staff categories. Routing requirements are outlined in para. [2.1.2.](#) Personnel assigned to regional supply squadrons (RSS) will compete in base-level categories.

5.3.2. Individuals assigned to a headquarters such as a NAF or combatant command, but clearly perform base-level functions, may compete for base-level awards.

5.3.3. Nominees must have held the rank appropriate for the award for at least six months of the award period.

5.3.4. Civilians must be DoD employees or local national employees hired by and/or paid from appropriated funds, either directly or indirectly. Foreign host nationals and third country civilians hired by and paid for through host national funds are not eligible.

5.3.5. Individuals who have won USAF-level awards cannot be nominated to the Air Staff in the same award category the following year. However, they may be nominated in another category.

5.3.6. All military nominees must meet AF weight standards.

**5.4. Specific Award Nomination Procedures.**

**5.4.1. The Military Traffic Management Command (MTMC) Award for Excellence in Traffic Management.** This award recognizes an individual whose performance exemplifies the image of the working-level DoD traffic manager. Nomination package is in accordance with para [2.3.](#), *except* the AF Form 1206 must be written in narrative format--NOT bullets. HQ USAF/ILG board selects the winner. HQ USAF/IL notifies MTMC of winner by letter. Within 30 days of release of the award message, AF winner will provide one (1) electronic 8x10 color photo to HQ USAF/ILGX in jpg format. Award is presented at the annual National Defense Transportation Association (NDTA) Forum.

**5.4.2. National Defense Transportation Association (NDTA) Military Instructor Award.** This award recognizes an outstanding AF full-time transportation instructor. Instructor may be assigned to any MAJCOM as long as he or she is performing instructor duties full time. HQ USAF/ILG board selects the winner. HQ USAF/IL notifies JCS-J4 of winner by letter. Within 30 days of release of the award message, AF winner will provide one electronic 8x10 color photo to HQ USAF/ILGX in .jpg format. Award is provided to winner's MAJCOM to present. Winner's picture will be published in the NDTA's Defense Transportation Journal, Forum edition, and member is provided one-year membership to NDTA.

**5.4.3. Defense Packaging Policy Group (DPPG) Awards.** DPPG Packaging Excellence Award and Packaging Achievement Award recognize and honor outstanding individuals or organizations in the DoD packaging community that contribute significantly to the packaging effort. Nomination packages will be single-spaced, submitted on plain bond paper, will not exceed four (4) single pages, will use appropriate award headings (DoD 4140.1-R, Materiel Management Regulation, Attachment 1 to Appendix 11), and will use 12 pitch Times New Roman font. Headings will be capitalized and bolded. Additional information is available in DoD 41401-R. Awards must arrive at HQ USAF/ILGX NLT 1 Oct. Awards are presented by the Deputy Under Secretary of Defense (Logistics) at a ceremony at the Pentagon. Recipient receives certificate of achievement, plaque and a one-year membership in the National Institute of Packaging, Handling, and Logistics Engineers.

**5.5. Period of Award and When to Submit.** Logistics Readiness individual awards sponsored by HQ USAF/ILG cover the calendar year (1 Jan – 31 Dec) and are due to AF/ILGX NLT 15 Feb. Sponsored award suspenses are detailed in [Table 5.6.](#)

### INDIVIDUAL AWARDS

**Table 5.1. Individual AD Base-Level Officer Awards**

<b>Award Category</b>	<b>Sponsor</b>	<b>Eligibility (includes RSS)</b>
Colonel Cynthia L. Benulis AF Logistics Readiness FGO of the Year	AF/ILG	AD base-level Maj or Lt Col (21R) in LRS, RSS, APS or equivalent squadron-level function
AF Logistics Readiness CGO of the Year	AF/ILG	AD base-level Lt - Capt (21R) in LRS, RSS, APS or equivalent squadron-level function

**Table 5.2. Individual AD Base-Level Enlisted and Instructor Awards**

<b>Award Category</b>	<b>Sponsor</b>	<b>Eligibility (includes RSS)</b>
AF Fuels SNCO of the Year	AF/ILG	AD base-level MSgt - CMSgt (2Fxxx)
AF Fuels NCO of the Year	AF/ILG	AD base-level SSgt or TSgt (2Fxxx)
AF Fuels Airman of the Year	AF/ILG	AD base-level AB - SrA (2Fxxx)
AF Logistics Plans SNCO of the Year	AF/ILG	AD base-level MSgt - CMSgt (2G0xx)
AF Logistics Plans NCO of the Year	AF/ILG	AD base-level SSgt or TSgt (2G0xx)
AF Logistics Plans Airman of the Year	AF/ILG	AD base-level AB - SrA (2G0xx)
Chief Master Sergeant Eddie Speight AF Supply SNCO of the Year	AF/ILG	AD base-level MSgt - CMSgt (2Sxxx)
AF Supply NCO of the Year	AF/ILG	AD base-level SSgt or TSgt (2Sxxx)
AF Supply Airman of the Year	AF/ILG	AD base-level AB - SrA (2Sxxx)
AF Transportation SNCO of the Year	AF/ILG	AD base-level MSgt - CMSgt (2Txxx)
AF Transportation NCO of the Year	AF/ILG	AD base-level SSgt or TSgt (2Txxx)
AF Transportation Airman of the Year	AF/ILG	AD base-level AB - SrA (2Txxx)
AF Logistics Readiness Instructor of the Year	AF/ILG	AD base-level enlisted or civilian (GS-11 or below) full-time instructor (Fuels, Plans, Supply, or Transportation)

**Table 5.3. Individual Base-Level Civilian Awards**

<b>Award Category</b>	<b>Sponsor</b>	<b>Eligibility</b> <i>(Note: AFR and ANG Civilians are eligible for these awards)</i>
George F. Ruestow AF Logistics Readiness Senior Civilian Manager of the Year	AF/ILG	Any base-level GS/GM-11 or above
AF Fuels Civilian Supervisor/Leader of the Year	AF/ILG	Any base-level GS-8 - GS-10, WS-8 - WS-13, WL-7 - WL-14, WG-11 - WG-15
AF Fuels Civilian Technician of the Year	AF/ILG	Any base-level GS-1 - GS-7, WS-1 - WS-7, WL-1 - WL-6, WG-1 - WG-10
AF Logistics Plans Civilian of the Year	AF/ILG	Any base-level GS-1 - GS-10, WS-1 - WS-13, WL-1 - WL-14, WG-1 - WG-15
AF Supply Civilian Supervisor/Leader of the Year	AF/ILG	Any base-level GS-8 - GS-10, WS-8 - WS-13, WL-7 - WL-14, WG-11 - WG-15
AF Supply Civilian Technician of the Year	AF/ILG	Any base-level GS-1 - GS-7, WS-1 - WS-7, WL-1 - WL-6, WG-1 - WG-10
AF Transportation Civilian Supervisor/Leader of the Year	AF/ILG	Any base-level GS-8 - GS-10, WS-8 - WS-13, WL-7 - WL-14, WG-11 - WG-15
AF Transportation Civilian Technician of the Year	AF/ILG	Any base-level GS-1 - GS-7, WS-1 - WS-7, WL-1 - WL-6, WG-1 - WG-10

**Table 5.4. Individual AD and Civilian Staff-Level Awards**

<b>Award Category</b>	<b>Sponsor</b>	<b>Eligibility</b> <i>Personnel assigned to a MAJCOM, NAF, FOA, DRU, Unified or Joint Command or other government agency. (Note: Air Staff and RSS personnel are not eligible)</i>
Colonel F. Badger Johnson, III, AF Logistics Readiness Staff FGO of the Year	AF/ILG	Any logistics readiness Maj or Lt Col
Lieutenant Colonel Charles A. Park AF Logistics Readiness Staff CGO of the Year	AF/ILG	Any logistics readiness Lt - Capt
AF Fuels Staff Enlisted Manager of the Year	AF/ILG	Any fuels enlisted member (2Fxxx) (all enlisted ranks eligible)
AF Logistics Plans Staff Enlisted Manager of the Year	AF/ILG	Any logistics plans enlisted member (2Gxxx) (all enlisted ranks eligible)
AF Supply Staff Enlisted Manager of the Year	AF/ILG	Any supply enlisted member (2Sxxx) (all enlisted ranks eligible)
AF Transportation Staff Enlisted Manager of the Year	AF/ILG	Any transportation enlisted member (2Txxx) (all enlisted ranks eligible)
The James A. Bowie, Jr., AF Logistics Readiness Staff Senior Civilian Manager of the Year	AF/ILG	Any logistics readiness civilian grades GS/GM-12 and above. Career fields include fuels, logistics plans, supply, and transportation.
AF Logistics Readiness Staff Junior Civilian Manager of the Year	AF/ILG	Any logistics readiness civilian grades GS-11 and below. Career fields include fuels, logistics plans, supply, and transportation.

**Table 5.5. Individual Air Reserve Component (ARC) Awards**

<b>Award Category</b>	<b>Sponsor</b>	<b>Eligibility includes any base-level ARC (ANG or AFR) unit IMA or AGR</b>
ARC Logistics Readiness FGO of the Year	AF/ILG	Logistics readiness Maj or Lt Col
ARC Logistics Readiness CGO of the Year	AF/ILG	Logistics readiness Lt or Capt
ARC Fuels SNCO of the Year	AF/ILG	Fuels MSgt - CMSgt (2Fxxx)
ARC Fuels NCO of the Year	AF/ILG	Fuels SSgt or TSgt (2Fxxx)
ARC Fuels Airman of the Year	AF/ILG	Fuels AB - SrA (2Fxxx)
ARC Logistics Plans SNCO of the Year	AF/ILG	Logistics plans MSgt - CMSgt (2G0xx)
ARC Logistics Plans Jr Enlisted Member of the Year	AF/ILG	Logistics plans AB - TSgt (2G0xx)
ARC Supply SNCO of the Year	AF/ILG	Supply MSgt - CMSgt (2Sxxx)
ARC Supply NCO of the Year	AF/ILG	Supply SSgt or TSgt (2Sxxx)
ARC Supply Airman of the Year	AF/ILG	Supply AB - SrA (2Sxxx)
ARC Transportation SNCO of the Year	AF/ILG	Transportation MSgt - CMSgt (2Txxx)
ARC Transportation NCO of the Year	AF/ILG	Transportation SSgt or TSgt (2Txxx)
ARC Transportation Airman of the Year	AF/ILG	Transportation AB - SrA (2Txxx)

**Note 1:** ARC civilian employees are eligible for individual civilian awards if they meet applicable criteria. EXCEPTION: ANG uniformed technicians and Active Guard Reservists are eligible for ARC awards if they meet the applicable criteria.

**Table 5.6. Individual Awards Sponsored by Other Organizations**

<b>Award Category</b>	<b>Sponsor</b>	<b>Eligibility</b>	<b>Other comments</b>
The Military Traffic Management Command (MTMC) Award for Excellence in Traffic Management	MTMC	Base-level, AD enlisted member (2T0xx) or equivalent traffic management civilian employee (GS-11 or below)	See para 5.4. for nomination pkg requirements. <u>Period:</u> 1 Jan – 31 Dec <u>Suspense:</u> 15 Mar
National Defense Transportation Association (NDTA) Outstanding Instructor of the Year	NDTA	AD base-level enlisted member or civilian employee (GS-11 or below). Recognizes an outstanding AF full-time transportation instructor.	See para 5.4. for nomination pkg requirements. <u>Period:</u> 1 Jan – 31 Dec <u>Suspense:</u> 15 Mar
Defense Packaging Policy Group (DPPG) Packaging Excellence Award	DPPG	Individual or group. GS/GM civilian employee(s) or AD military officer(s). Must be packaging specialist, chemist, engineer, instructor, technologist or similar position within the packaging field or a directly related field.	See para 5.4. for nomination pkg requirements. <u>Period of award:</u> 1 Oct – 30 Sep <u>Suspense:</u> 1 Oct
Defense Packaging Policy Group (DPPG) Packaging Achievement Award	DPPG	Individual or group. GS/GM civilian employee(s) or AD military enlisted member(s). Must work in the packaging field.	See para 5.4. for nomination pkg requirements. <u>Period:</u> 1 Oct – 30 Sep <u>Suspense:</u> 1 Oct

**5.6. Forms Adopted.** AF Form 1206, Nomination for Award.



**Table 5.7. (Added-AFRC) AFRC Aerial Port Awards**

<b>Award Category</b>	<b>Sponsor</b>	<b>Eligibility</b>
AFRC Aerial Port Airman of the Year	HQ AFRC	Enlisted personnel grades E-1 through E-4, unit level
AFRC Aerial Port NCO of the Year	HQ AFRC	Enlisted personnel grades E-5 through E-6, unit level
AFRC Aerial Port SNCO of the Year	HQ AFRC	Enlisted personnel grades E-7 through E-9, unit level
AFRC Aerial Port Company Grade Officer of the Year	HQ AFRC	Officers grades O-1 through O-3, unit level
AFRC Aerial Port Field Grade Officer of the Year	HQ AFRC	Enlisted personnel grades O-4 through O-6, unit level
AFRC Aerial Port Civilian Technician of the Year	HQ AFRC	Civilian employees grades GS-01 through GS-07, unit level
AFRC Aerial Port Civilian Supervisor/Leader of the Year	HQ AFRC	Civilian employees grades GS-08 through GS-10, unit level
AFRC Aerial Port of the Year	HQ AFRC	Any AFRC Aerial Port Squadron or Flight
AFRC Aerial Port Training Partnership Award	HQ AFRC	Any active duty aerial port training location; Reserve units nominate

**NOTE:** Nominations received from the Reserve NAFs for the USAF Logistics Readiness and HQ USAF/IL Awards will be used to select AFRC Aerial Port category winners.

MICHAEL E. ZETTLER, Lt General, USAF  
DCS/Installations & Logistics

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 37-139, *Records Disposition Schedule*

AFI 24-101, *Passenger Movement*

AFI 36-2805, *Special Trophies and Awards*

AFPD 36-28, *Awards and Decorations Program*

DoD 1400.25-M, *DoD Civilian Personnel Manual*

DoD 4140.1, *DoD Materiel Management Regulation*

***Abbreviations and Acronyms***

**AD**—Active Duty

**AFA**—Air Force Association

**AFMC**—Air Force Materiel Command

**AFRC**—Air Force Reserve Command

**AFSC**—Air Force Specialty Code

**AGR**—Active Guard and Reserve

**ANG**—Air National Guard

**API**—American Petroleum Institute

**ARC**—Air Reserve Component

**BFMO**—Base Fuels Management Office

**CGO**—Company Grade Officer

**CSAF**—Chief of Staff, United States Air Force

**DCS**—Deputy Chief of Staff

**DLA**—Defense Logistics Agency

**DoD**—Department of Defense

**DPPG**—Defense Packaging Policy Group

**DRMS**—Defense Reutilization and Marketing Service

**DRU**—Direct Reporting Unit

**DUSD(L)**—Deputy Undersecretary of Defense (Logistics)

**FAS**—Fuels Automated System

**FGO**—Field Grade Officer

**FOA**—Field Operating Agency

**HQ USAF/ILG**—Headquarters, United States Air Force Installation & Logistics, Directorate of Logistics Readiness

**HQ USAF/ILM**—Headquarters, United States Air Force Installation & Logistics, Directorate of Maintenance

**HQ USAF/ILP**—Headquarters, United States Air Force Installation & Logistics, Directorate of Resources

**ICBM**—Intercontinental Ballistic Missile

**IMA**—Individual Mobilization Augmentee

**JCSE**—Joint Communication Support Element

**JPPSO**—Joint Personal Property Shipping Office

**LRO**—Logistics Readiness Officer

**LRS**—Logistics Readiness Squadron

**MR&E**—Maintenance, Repair, and Environmental

**MTMC**—Military Traffic Management Command

**NCO**—Noncommissioned Officer

**NDTA**—National Defense Transportation Association

**OSD**—Office of the Secretary of Defense

**PDO**—Publication Distribution Office

**RSS**—Regional Supply Squadron

**SNCO**—Senior Noncommissioned Officer